

Air Education and Training Command

Sustaining the Combat Capability of America's Air Force



U.S. AIR FORCE

**HQ AU/FMF
Temporary Duty
Approving Official
Training**

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Integrity - Service - Excellence



Overview TDY Orders



- Policy Updates
- Qualifications and Responsibilities of the Orders Approving Official (AO)
- Instruction for Preparation of the DD 1610
- Change to Orders- Amendments, Rescissions, and Revocations (AF 973)



Government Travel Card (GTC)



Split Disbursement

- Effective 15 Jul 03, IAW Public Law 107-314, AETC must implement **mandatory** split disbursement for all military members and civilians
- Although this policy affects civilians, mandatory guidelines are still being developed. Meanwhile civilians are encouraged to use split disbursement on travel claims
- All expenses charged to the GTC **(transportation, lodging and meals etc.)** must be split disbursed for direct payment to Bank of America



Supervisor/Approving Official Signature



- Effective Sep 00 DoD FMR, Vol 9, Ch. 5, para 050201.F requires supervisors/AOs to review, sign, and date all travel claims for civilians and military members
- Specifically supervisors/AOs are required to:
 - Validate travel occurred as documented
 - Amounts claimed are reasonable
 - Ensure claimed expenses are authorized/allowable
 - Verify questionable expenses/amounts with traveler and review receipts if necessary
- Under old guidance AFR 177-103 (now rescinded) the requirement could be waived



Reimbursable Expense Approval



- Mileage reimbursement total is determined by the Defense Table of Official Distances (DTOD)
<http://dtod1.mtmc.army.mil>
- IAW JFTR Vol 1, Ch. 4 part F, para U4520, the following items have to be signed by an **approving official** before reimbursing the member's claim:
 - Storage of official business property
 - Room rental (other than TDY location)
 - Official and Long distance phone calls
 - Excess baggage costs
 - Conference/Registration fees



Actual Expense Allowance (AEA) Submission



- IAW JFTR Vol 1 Appendix L, Air Force authority to authorize/approve AEA requests, **not exceeding 150%** is delegated to the **Wing Commander or equivalent, who may delegate no lower than the Group Commander or equivalent** (see JFTR, par. U4235 or JTR, pars. C4602-B1 and C4602-B2)



Photo Refractive Keratectomy (PRK) Letter



- Organization Commander determines whether to send a person TDY for PRK surgery
- The following information is required:
 - A determination that the member's duties meet the threshold for funded TDY
 - Statement that the member has retainable active duty time left remaining. (One year for Aviation and Special duty personnel; Six months for all other personnel).



Qualifications and Responsibilities



- Commanders must ensure their AO's are of sufficient rank and training to make sound decisions about the TDY mission. The AO is an individual having the capability to validate TDY requirements and approve/disapprove travel requirements for mission accomplishment.



Modes of Transportation



- Government travel will not be procured from a travel agency other than the TMO/CTO.
- Direct government procured transportation
- Exceptions:
 - When specific modes of travel, is required (i.e. military air)
 - For limited instances when traveling abroad
 - When using privately owned conveyance.



Special Authorization



- Special authorizations must be included in the remarks section of the order. Cost analysis must be accomplished to justify POV as more advantageous to the government or necessary for mission accomplishment.
- The AO may determine if itinerary variations are essential to the success of a mission.



Per Diem



- TDY travelers are reimbursed for meals at the government meal rate, locality rate, or the expanded PPD rate. Meal availability and mission requirements determine which rate applies.
- Rank or position is not a determination of per diem, these procedures apply to both officers and enlisted personnel.
 - The AO must select one of three options listed on all travel orders:
 - All government meals are available and directed.
 - Partial government meals are available and directed.
 - Government meals are not available or directed.



Per Diem



- If the meal availability has changed or the mission didn't allow consuming meals in the dining hall as directed, the AO may make change the meal rate after the fact to reimburse the traveler at the full per diem rate.
- If a military member is lodged off-base, they are authorized full per diem.
- Civilians may not be required to eat in a military dining facility, but may eat in a dining facility.
- Box lunches are considered a meal in a government mess.



Per Diem



- Both civilian and military are subject to lower per diem, as applicable, if meals are provided in conjunction with a conference, exercise, or deployment. If all three meals are provided, the incidental rate applies.
- If not contacted before the TDY, government mess is considered available at other service's installations.
- For blanket orders, the AO directs government meals and then adjusts, as necessary after the TDY as in other travel.
- PPD rules apply to Contingency/Exercise/Mobility and flight orders.



Other Remarks Information



- Travel Advance Eligibility Statements
 - Include a travel advance payment statement on all TDY orders
- Personnel Tempo (Perstempo) Codes:
 - Include, in the “Remarks” block of the order, the appropriate “Travel Order PersTempo Code” and corresponding definition title listed in Table 2.1 of the AFI 65-103
 - This code is used in the voucher settlement process to flow information back to the personnel system



DD 1610



REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)				1. DATE OF REQUEST (YYYYMMDD)	
REQUEST FOR OFFICIAL TRAVEL					
2. NAME (Last, First, Middle Initial)		3. SOCIAL SECURITY NUMBER		4. POSITION TITLE AND GRADE/RATING	
5. LOCATION OF PERMANENT DUTY STATION (PDS)			6. ORGANIZATIONAL ELEMENT		7. DUTY PHONE NUMBER (Include Area Code)
8. TYPE OF AUTHORIZATION		9. TDY PURPOSE (See JTR, Appendix H)		10a. APPROX. NO. OF TDY DAYS (Including travel time)	b. PROCEED DATE (YYYYMMDD)
11. ITINERARY ☐ VARIATION AUTHORIZED					
12. TRANSPORTATION MODE					
a. COMMERCIAL		b. GOVERNMENT		c. LOCAL TRANSPORTATION	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE
				SHIP	CAR RENTAL
					TAXI
					OTHER
				PRIVATELY OWNED CONVEYANCE (Check one)	
				RATE PER MILE:	
				ADVANTAGEOUS TO THE GOVERNMENT	
				MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. b. OTHER RATE OF PER DIEM (Specify)					
14. ESTIMATED COST					
a. PER DIEM		b. TRAVEL		c. OTHER	
\$		\$		\$	
15. ADVANCE AUTHORIZED					
\$					
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)					
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)			18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature)		
19. ACCOUNTING CITATION					
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)					
21. DATE ISSUED (YYYYMMDD)					
22. TRAVEL AUTHORIZATION NUMBER					

PRIVACY ACT STATEMENT (5 U.S.C. 552a)		AUTHORITY: 5 U.S.C 5702, AND E.O.9397	
PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel.			
ROUTINE USE(S): None DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel request.			
Last Updated: 5 June 02			
16. REMARKS (Continued)			
1. AUTHORITY: (a) AFI 36-2110 (Officer), (b) AFI 36-2110 (Enlisted), (c) JTR Vol II (Civilian)			
2. Transportation procurement reimbursements are limited to constructive cost of common carrier as determined in JFTR/JTR. Commercial airline, bus, rail tickets, and rental cars must be procured through the local commercial ticket office (CTO)/transportation management office (TMO) using your individual government travel card. Contact your local CTO/TMO (MAXWELL CTO - (334) 264-0076/GUNTER: (334) 272-6164) during normal duty hours or the CTO office (800) 639-2785 after hours and weekends before procuring commercial transportation or rental cars.			
3. Special authorization for _____ (add applicable letter(s) from below and complete any required statements), is/are required for mission accomplishment. The cost of the special authorization(s) has been reviewed and is justified as more advantageous to the government or necessary for mission accomplishment. I understand I will not be reimbursed for optional insurance for rental vehicles should I purchase it within CONUS. Car rental arrangements will be made through SATO. Any fuels obtained from base service stations will be charged to CIC-ATC, DODAAC-FP-3089.			
a. Hire of special conveyance authorized as more advantageous to the government.			
b. Hire of special conveyance within areas(s) of _____ authorized as more advantageous to the government.			
c. Transportation by Private Auto (TPA). This mode has been determined more advantageous to the government.			
d. Use of available (government quarters/government mess) (open mess) will adversely affect (the mission) or (performance of duties) at _____ for the period _____.			
e. Reimbursement of transportation expenses necessarily incurred in the conduct of official business in and around a temporary duty station is authorized.			
f. _____ pieces _____ pounds excess accompanied baggage authorized according to AFI 24-101.			
g. Registration/administration fees of \$ _____ include Breakfast(s) _____ Lunch(es) _____ Dinner(s) and _____ night(s) lodging are approved according to JTR Vol II, para c4708 (civilian), JFTR Vol I, para U4535 (military), AFI 51-503. (If fee doesn't cover any meals or lodging, so indicate.)			
h. Traveler(s) authorized use of government vehicle.			
4. MEAL STATEMENT: Meal reimbursement will be based on one of the following:			
a. All government meals are available and directed. (per AFPAM 34-602)			
b. One or two government meals are available and directed. (per AFPAM 34-602)			
c. Government meals are not available and directed. (Full M&IE)			
5. When TDY to a military installation, contact the base billeting office to ensure that government quarters are available. Pursuant to AFI 32-6001 you will report to the Base Housing Referral Office servicing your TDY station before entering into any rental, lease, or purchase agreement for off-base housing. (TDY in excess of 30 days).			
6. Travel Advance Statement: "The Travel and Transportation Reform Act of 1998" stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incurred to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency."			
(a) Traveler has Government Travel Card and PIN that will be utilized to pay all travel expenses.			
(b) Traveler has Government Travel Card; however, circumstances preclude use of both charge and ATM card advance features. Limit travel advances to 80% of authorized and allowable expenses by Electronic Funds Transfer (EFT).			
(c) Traveler has declined to apply for the Government Travel Card. No FSO advance payable.			
(d) Traveler has applied for not yet received the Government Travel card. Limited advance to 80% of authorized and allowable expenses by EFT for _____ days. (Bring in copy of completed application to FSO when applying for advance).			
(e) Infrequent traveler (as defined by DOD Financial Management Regulation Volume 9 Chap. 030302 para. A), exempt from mandatory use of Government Travel Card. Travel advance by FSO is approved. Limit advance to 80% of all authorized and allowable expenses. Traveler authorized to receive a travel advance payment by EFT for _____ days. (Ref: AFI 65-103 Item 16 par. 4). Notice for CTO/TMO - (Infrequent flier, utilize base Transportation Travel Card for travel).			
7. Member authorized _____ days leave in conjunction with TDY.			
8. The verbal orders of the Commander (VOCO) on _____ (date) are confirmed, circumstances prevented written orders in advance.			
9. Travel will be performed at no expense to the government; expenses will be borne by _____ (organization/agency).			



DD 1610



- Items 1,6,7,21 and 22. Self-explanatory.
- Item 2 : Include name, last, first, middle initials.
 - If an order is for several people, include data for no more than 2 in items 2,3,4 and 6; then add “See item 16” and type remaining names and data in item 16, space permitting.
 - If space in item 16 does not permit, include “See Attached” in item 2 and type all names and other information on plain bond paper.
 - Cannot be the same name as in block 18.
- Item 3: Social Security Number



DD 1610 cont'd



- Item 4: Position Title and Grade or Rating
- Item 5: Official Station
 - Location of Permanent Duty Station, must be the same as block 11 (from & return to) or state why they are different in block 16.
- Item 6: Organizational Element



DD 1610 cont'd



- Item 8: Type of Orders
 - Routine: Normal orders.
 - Blanket: For individuals who anticipate 12 or more trips to various TDY points per fiscal year.
 - Repeated: For individuals who anticipate a certain number of trips to the same location per fiscal year.
 - Confirmatory: Verbal Orders
 - Block 16 : specify item 8 on reverse.
 - Item 8 on reverse: must have date specified on reverse, which must be the same date as 10b on the front
 - Block 10b must be before the certifying date.



DD 1610 cont'd



- Item 8: Type of Orders cont'd
 - Permissive: No funds involved

Military: (Authority AFI 36-3003 and JFTR para U7650)

 - Permissive orders allow members to be away from their PDS without being charged leave. There is no reimbursement for travel.
 - To authorize permissive TDY together with official TDY, include "No more than ____ days permissive TDY, including travel time, is authorized at no expense to the government for the purpose of (state purpose)."
 - Do not include accounting citation in block 19.



DD 1610 cont'd



- Item 8: Type of Orders cont'd
 - Permissive: No funds involved
 - Civilian: (Authority JTR para C6250)
 - When an employee agrees to pay his or her own expense, if travel at government expense is not authorized, for attendance at a meeting of a technical, professional, scientific, or other similar organization and it has been determined the employee will be in a duty status.
 - In block 16: "Travel is at the employee's request."
 - Do not include accounting citation in block 19.
 - Special Leave: (Authority 36-3003)
 - In AFI 65-103 see page 21 item E, page 22 item 11c, page 23 item 13, page 25 item T.



DD 1610 cont'd



- Item 9: TDY Purpose
 - Do not use a general statement, such as “Official Business”. Use a clear concise statement which portrays the travel purpose. **Also**, use one of the following categories of travel most closely describing the order purpose:
 - **Site Visit:** Visit to a site to perform operational or managerial activities.
 - **Information Meeting:** Attend a meeting to discuss general agency operations, review status reports or discuss topics of general interest.
 - **Training Attendance:** To receive training.



DD 1610 cont'd



- Item 9: TDY Purpose cont'd
 - **Speech or Presentation:** To make a speech or presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
 - **Conference Attendance:** To attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in proceedings.
 - **Entitlement Travel:** Travel to which the employee, member or their dependents are entitled as a result of assignment; for example, official vacation or home level; medical emergency, and education travel.



DD 1610 cont'd



- Item 10a: Approx Number of TDY Days
 - Show the number of days TDY, plus travel time from PDS to TDY location(s) and return. DO NOT include delay enroute or ordinary leave in this item.
 - If traveler remains on TDY for more days than shown, the order need not be amended if the number of days on TDY is no more than 100 percent or 7 days, whichever is less. For example, if 5 days TDY are authorized and the traveler remains on TDY for 10 days, an amendment is not necessary. In this example, if the traveler was required to remain on TDY for 11 days, then an amendment must be published.



DD 1610 cont'd



- Item 10a: Approx Number of TDY Days cont'd
 - For repeated orders, leave blank and place a statement in item 16 showing number of trips to be taken.
 - For Blanket orders, leave blank.
 - For Permissive TDY, show specific number of days, including travel time. Cross out the word "approximate".



DD 1610 cont'd



- Item 10b: Proceed Date
 - The on or about date is valid for 7 days on or after the date shown, as long as the traveler does not depart before the date the order is authenticated. For example, if the date shown on the order is 20030507 and the traveler does not depart until 20030514, no amendment is needed. If the traveler departs on 20030515, publish a new order.
 - For blanket, repeated and special leave orders, show inclusive dates. For example, NET 1 Oct 03 – NLT 30 Sep 04.



DD 1610 cont'd



- Item 10b: Proceed Date cont'd
 - If an new order is done on the same traveler(s) because the effective date is passed, the old order may be revoked or rescinded in the remarks section of the new order. Example: In block 16 of the new order: TA 1945, 7 May 03, relating to above individual(s) is revoked. (If travel advance or GTR/MTA has been processed, the order must be rescinded not revoked.
 - When delay enroute is authorized, proceed date is based on when the traveler will depart duty station.



DD 1610 cont'd



- Item 11: Itinerary
 - Variations Authorized
 - Only use when absolutely necessary. This permits omission of travel to a place(s) stated in travel order, changes in the order of travel to places shown; and travel to places not shown. It is not used in place of adequate advance planning nor is it interpreted as granting blanket travel authorization. It is permitted only when essential to the success of the mission.
 - Do not authorize variations in repeated, blanket or permissive TDY orders. Only use in confirmatory orders when the traveler has not yet returned and the remainder of the itinerary is incomplete. If the order is requested after the travel is completed, do not authorize variations. Instead, put in the place(s) where TDY was performed (in exact order).



DD 1610 cont'd



- Item 11: Itinerary cont'd
 - Variations Authorized cont'd
 - When Variations are NOT Authorized:
 - Do not use variations because of probable flight changes caused by weather, mechanical failure, or requirement to remain overnight at other than duty station.
 - When purpose of TDY is to attend a technical, scientific or professional meeting.
 - When purpose of TDY is to attend a school or course of instruction, except when unspecified field trips or flight training outline or AFCAT 36-2223.
 - On a PCS order, except in TDY enroute.
 - In an amendment to an order after travel is completed.



DD1610 cont'd



- Item 11: Itinerary cont'd
 - **From:** Use the location where traveler is assigned or located; for example, permanent station, leave address, TDY point when new orders are being published for further TDY, or station where assigned for a special or short tour of AD. If traveler is at a leave address, TDY station, or short or special tour of AD, enter in item 16: "Presently on (TDY, short tour of AD, or leave) per (include information to identify order)".



DD 1610 cont'd



- Item 11: Itinerary cont'd
 - **To:**
 - When unclassified, show specific location where TDY will be performed; for example, unit of military installation (air base; air station; site; test range; foreign, US or state agency; building and city, and state or country. Do not indicate a military installation near the TDY location merely to save per diem costs. However, if official business is going to be conducted on that installation it should be shown on the order. Do not show enroute stops where no TDY will be performed.
 - For Blanket orders, include: Will proceed as many times as necessary to any point (within or within and outside) (CONUS, Europe, etc.)."
 - For Special Leave orders enter the POD in CONUS specified by TMO.



DD 1610 cont'd



- Item 11: Itinerary cont'd
 - **Return to:** As a rule, return will be shown to the traveler's permanent station.
 - If a traveler is ordered to TDY from a leave address, and is to revert to leave status, include in item 16: "Upon completion return from TDY will revert to leave status, (number) days leave authorized."
 - If traveler is ordered on further TDY from a TDY point, and is to return to first TDY station, include in item 16: "Upon completion return to (TDY station) and comply with existing orders."
 - When "From" and "Return To" addresses differ from the organization publishing the order, the ZIP Code on those showing an Air Force Base is not required; for all others, include a complete address; for example, street, city, state and if known, the entire ZIP Code.



DD 1610 cont'd



- Item 12: Mode of Transportation
 - For CONUS travel, do not use this section to authorize or direct any mode of travel. Instead, indicate the authorized or directed mode of travel in block 16.
 - For transoceanic travel, unless the traveler has been authorized to personally procure transportation per AFI 65-103 para 3.3.12, check the block “as determined by appropriate transportation officer.” (Cross out “Overseas travel only” and type in “Transoceanic Travel”).
 - Review restrictions in JTR, para C2001, before directing or authorizing travel by government aircraft for civilian employees.



DD 1610 cont'd



- Item 13: Per Diem Authorized
 - Not used unless a reduced or increased rate is prescribed; then enter an “X” in the block (other rate of per diem) and add “Per diem \$ _____ authorized according to (cite authority).” See JTRs, paragraph U4135C military travelers or C4550-1 civilian travelers.
 - For special leave, enter “No Per Diem Authorized (AFI 36-3003)”



DD 1610 cont'd



- Item 14: Estimated Cost
 - Complete on all for self specific allotment funded (local funds) TDYs.
- Item 15: Advance Authorized
 - Not required. See JTR, paragraphs C1103-1 and C3150-2, item 15.



DD 1610 cont'd



- Item 16: Remarks
 - Used for instructions, special authorizations and other pertinent information, such as: additional travelers, item 11 changes and driver/passenger information.
 - Frequently used statements or instructions are preprinted on the reverse of the DD 1610. In block 16 type the following: The following items on the reverse apply;" (List the number of each applicable item).
 - PersTempo Codes – for military only – see AFI 65-103 page 16-18, para 2.1.7.



DD 1610 cont'd



- Item 17: Requesting Official
 - Use this item when required by command or local instruction.
 - Can be accomplished if the requester is different than the approving official. For example, if you are requested to prepare orders for your individual who will be traveling on funds from another base, your organization would sign in block 17.
- Item 18: Approving/Directing Official
 - Type name, grade and title.
 - Signature required.
 - Cannot be the same person as the traveler.



DD 1610 cont'd



- Item 19: Accounting Citation
 - Unit Information – To the left and directly under the words “Accounting Citation” enter the designation and location of the publishing headquarters.
 - Accounting Classification – Enter accounting classification used to fund the travel, normally from the publishing unit, unless authority was granted to use funds of another unit. DO NOT include accounting citations on Permissive TDY (No Funds Involved).



DD 1610 cont'd



- Item 19: Accounting Citation cont'd
 - When citing multiple funds, include TDY location to which they apply in parenthesis following the fund cite. If there is not enough space, continue in the remarks section.
 - Customer Identification Codes (CIC) must be included in the accounting citation for all travel overseas. Please see figure 1 for instructions on how to construct a CIC.
 - Distribution will be placed in the remaining space of this block.
 - Travel involving TWO FY''s must cite both the current and next FY appropriations.



DD 1610 cont'd - Figure 1



- Customer Identification Code

Sample Fund Citation:

5733400 303 6447 201510 03 409 660700

4 4 364 0315 660747

Description of CIC:

Position 1 – Agency Code (always 4 for the Air Force)

Position 2 – Appropriation Symbol

Position 3-5 – Fiscal Year (3) and operating agency code (64)

Position 6-7 – Budget activity (03)

Position 8-9 – Responsibility Center/Cost Center Code (RC/CC)
(15)

Position 10-13 – First four digits of ADSN (6607)

Position 14-15 – Operating Budget Account Code (OBAN) (47)



DD1610 cont'd



- Item 19: Accounting Citation cont'd
 - Example of an Accounting Citation with a CIC:
5733400 303 6447 201510 03 409 660700
CIC: 4 4 364 0315 660747
- Item 20: Authorizing/Orders-Issuing Official
 - Issuing headquarters FSO's name, grade and title.
 - Treven L. Williams, Capt, USAF
Chief, Financial Services Division



AF 973



- Request and Authorization for Change of Administrative Orders
- Changes to Orders:
 - Amend an order to change data in it. Rescind an order when some action has been taken on the published order. Revoke an order when no action occurs against the original order.
- Who May Publish:
 - An order may be amended, rescinded, or revoked by the organization that published the original order.



AF 973 cont'd



- Publish an Amendment:
 - To add, delete, or change pertinent data to read as originally intended.
 - To correct inaccurate first and middle names and initials and other personal data on invitational travel orders, and on other TDY orders when required for an individual to enter a foreign country.
 - To add or change a travel advance payment statement.



AF 973 cont'd



- **Do Not Publish An Amendment:**
 - To replace one name with another.
 - To correct appropriation data. Refer to Department of Defense Financial Management Regulation (FMR) Volume 9, Travel Policy and Procedures, paragraph 020205.B.



AF 973 cont'd



- **Do Not Publish An Amendment:**

- For after the fact approval in some instances.
- Some JFTR/JTR provisions provide for after the fact approval (e.g., special conveyances).
- In this case the approval is not a retroactive amendment.
- Such expenses are claimed on the voucher and approved by the AO signature on the DD Form 1351-2.
- The traveler should obtain AO approval prior to incurring expenses not previously authorized. Refer to FMR, Volume 9, paragraph 020204.B.



Af 973 cont'd



- **Do Not Publish An Amendment:**

- To add an individual after the original TDY order has been published. Publish a new order.
- To delete an individual. Rescind/revoke in part the original order that pertains to the person.
- To change an effective date after it has passed. Revoke the expired order and publish a new one.



AF 973 cont'd



- **Do Not Publish An Amendment:**

- To change meal direction after the fact. The AO (pen and ink) circles the correct item or itemizes the changes as necessary. AO signature is required.
- To change personal data except as noted in when to publish an amendment. When orders contain erroneous data (e.g., misspelled names, incorrect social security number (SSN) or incorrect grades), the traveler may make and initial changes.



General Information



- AFI 65-103 Temporary Duty Orders
 - <http://www.e-publishing.af.mil/pubfiles/af/65/afi65-103/afi65-103.pdf>
- JFTR Volume I – Uniformed Military Members
 - <http://www.dtic.mil/perdiem/jftr.pdf>
- JTR Volume II – Department of Defense Civilian Employees
 - <http://www.dtic.mil/perdiem/jtr.pdf>
- AFI 36-3003 Military Leave Program
 - <http://www.e-publishing.af.mil/pubfiles/af/36/afi36-3003/afi36-3003.pdf>



General Information cont'd



- DOD 7000.14-R Financial Management Regulation
 - <http://www.dod.mil/comptroller/fmr/>
- Authentication
 - Travel Order number
 - Signature of Approving Official
 - Signature of Fund Certifying Official
- Citing Authority for Publication
 - An authority must be cited in all travel orders.

Sustaining the Combat Capability of America's Air Force



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